

CLERK OF THE COURT SUPERIOR COURT OF ARIZONA

Michael K. Jeanes
Clerk

MARICOPA COUNTY
201 West Jefferson
Phoenix, Arizona 85003

(602) 506-3676
Fax - (602) 506-7684
TDD - (602) 506-3211

Civil E-Filing – Things YOU NEED TO KNOW

If your case has been designated for mandatory e-filing, you must “E-File” ALL pleadings, except those specified in Admin. Order 2005-091, for your case. Below is a list of things you NEED TO KNOW with respect to E-Filing on these cases with the Clerk of the Superior Court.

- o Be sure that the Clerk of the Court has an accurate record of the “Primary Attorney” on your case. You can view case information by looking the case up in the iCIS application, or online by going to the Case History web site at <http://www.superiorcourt.maricopa.gov/docket/civil/caseSearch.asp>
- o Review Administrative Order 2005-091 entitled *Electronic Filing In Designated Civil Matters*. You must file your documents in compliance with the guidelines set forth in this Administrative Order.
- o Initial complaints, service documents, and answers may not be E-Filed. Pleadings may only be e-filed after a case has been initiated and designated for E-Filing by order of the Court.
- o To E-File, you must use the E-Filing Application interface provided by the Clerk of the Superior Court. To access that interface visit <http://efiling.clerkofcourt.maricopa.gov>.
 - o File only one “Main” document per filing ID transaction. The first document in each filing ID is the main document that will receive the “FILED” stamp (if accepted) and determines how the document will be recorded on the Court’s docket.
 - o Submit exhibits or other documents you want attached (or “stapled”) to the main document as a supporting document within the same filing ID. Supporting documents will not have a “FILED” stamp and do not generate a separate record in the Court’s docket.
 - o Submit Proposed Orders under the same filing ID as their respective motion.
 - o You do not need to provide the judicial division a copy of the filing. The E-Filing application will automatically route a copy of the filing to them.
 - o You must still serve documents on other parties in the conventional manner. This e-filing application does not currently provide electronic service.
- o If your pleading requires a filing fee, the fee will be assessed and billed to the filing party by the Billing Unit in the Clerk of the Superior Court.
- o E-Filings will not be printed and placed in the hard copy case file. Therefore, it is important to realize that when viewing the hard copy case file it is possible E-Filings exist. Please consult the electronic record, via iCIS and OnBase, to make sure you have seen all filings on the case. To help case file users realize that E-Filings exist on a case, the Clerk’s office will place a green “E-File” stamp on the outside of case file folders when it is known that E-Filings exist on the case.
- o When viewing the iCIS docket, documents that had been E-Filed, will be marked with a paper document icon with a red “E” on it. This is an indication to the user that the document will not exist in the hard copy case file in a paper form.

Contact	Phone
eFile Review Clerk	602-506-3565
Sr. Business Analyst - George Knecht	602-506-1090
Document Services Administrator – Lauri Thomas	602-506-3372

Visit us on the web at <http://www.clerkofcourt.maricopa.gov>.

Visit <http://www.azleg.state.az.us/> to review Arizona Revised Statutes.

Visit <http://www.supreme.state.az.us/rules/> to review local rules of procedure.